

2021-2022 High School Humanities Department Report

Report prepared by John Parker

Members: Sarah Greene, Cynthia Roach, Jamie Waggoner, Rick Warren, Chad Watkins, Spanish I (vacant since 11/8/21), John Parker

Attendance:

--I collect weekly attendance reports from staff in my department and ensure that they are correctly formatted, signed, and dated. I then turn in these reports to the G building. All reports have been turned in to the G building.

High School Humanities Department Meetings (Eight Meetings in Total So Far):

--These typically occur before school on Friday.

--In September we had two meetings. For the first meeting, the department met with Mrs. Dolf. For the second meeting, I conducted individual check-ins with each member of my department.

--In October we had one meeting. I individually met with each department member during 9th period.

--In November we had three meetings.

--In December we had two meetings.

--At least one department meeting is planned for January.

Here are some highlights of our department meetings:

-- We collectively worked on "Action Plans for Improvement" based on fall benchmark data.

--I have reminded teachers to send their quarterly pacing plans with minutes to Mrs. Dolf. I also reviewed the pacing template that we use.

--I have also reminded teachers to submit their quarterly emergency sub plans to Mrs. Dolf.

--Teachers should post a daily agenda to Google classroom with objectives and standards.

--These agendas should also be written on the white board in class.

--Teachers should be sure that they are carefully taking classroom attendance in Aeries and submitting weekly reports to me by 3:40 on Friday afternoon.

--Teachers should be modifying appropriately for SPED, 504, and ELL students.

--Teachers should also add comments in Aeries for SPED, 504, and ELL students.

--Teachers need to update Aeries at least once a week.

--Teachers should be accurately and correctly making entries in EWS.

--Teachers should be grading their assigned independent study students and meeting with them once a week.

--Teachers should be sending out email blasts every other week.

--Students should have time in class to complete activities and to obtain help from their teachers.

--Teachers need to reach out to parents of students who had an "F" in their class to discuss strategies for improvement. They should also request to set up conferences with some of these parents on the last Thursday of each month.

- We also discussed general topics relating to Edgenuity and My Path during these meetings.
- Teachers should check their class averages (70% range), as well as ensure that they have balanced assignment categories.
- We discussed the credit recovery process for grading, as well as the expectations for period 0 and period 9.
- We reviewed the late work penalty.
- I have reminded members about submitting grades in a timely manner before the window closes in Aeries.
- I asked members to read the fall ELA benchmark results and the data analysis program.
- We discussed logistics for parent-teacher conferences.
- We have shared tips for increasing the effectiveness of distance learning.
- I reminded department members that curriculum maps need to be completed and emailed to Mrs. Dolf.
- High school ELA teachers administered the first round of NWEA benchmarks. The second round will be administered prior to the end of the first semester.

Checking in with Teachers in My Department (Apart from Regular Department Meetings):

- This informal process is continuous and is conducted via text messages, phone calls, emails, and in-person meetings.
- I have assisted teachers with questions about Edgenuity and grading in general.
- I have given feedback on lesson plan and assignment ideas.
- I have communicated regularly with the administrative team to answer general questions that my department has asked me. I typically ask these questions via email.
- I have made myself available to help out in general with paperwork questions (sub/absent day requests, team event requests, etc.).
- I have assisted teachers with questions about setting up and managing parent conferences.

Gradebook Checks:

- I have conducted two gradebook checks so far. I check for overall classroom averages (they should be in the 70% range), as well as whether or not grading has been marked as complete and assignments are factored in.

Quarterly Pacing Plans:

- Department members email Mrs. Dolf their pacing plans for each quarter. First and second should have been sent in already. Teachers should currently be working on third quarter plans.
- Teachers are required to use the pacing template sent out in September.
- I have collaborated with teachers on these pacing plans.

Teacher Observations:

- I have observed two of our department members so far for this semester. I am working on observing the remaining three members before finals week of the first semester.

Spanish I:

--Since 11/8/21, I have been responsible for preparing the lessons for the Spanish I classes and grading the student work. Mr. Waggoner has helped me access and organize the curriculum.